

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## California Supplemental Examination (CSE)

### CSE HANDBOOK

FOR EXAMINATIONS SEPTEMBER 1, 2011 OR LATER



PSI licensure:certification

3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

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## FOR MORE INFORMATION

Questions about examination scheduling  
and administration should be directed to:

**PSI licensure:certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
(877) 392-6422 • TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)

Questions about examination content  
and licensing should be directed to:

**California Architects Board**  
2420 Del Paso Road, Suite 105  
Sacramento, CA 95834  
(916) 574-7220 • FAX (916) 575-7283  
[www.cab.ca.gov](http://www.cab.ca.gov) • e-mail [cab@dca.ca.gov](mailto:cab@dca.ca.gov)

## SCHEDULING INFORMATION

Date Scheduled: \_\_\_\_\_

Name of Scheduler: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Time of Exam: \_\_\_\_\_

Test Site Location: \_\_\_\_\_

## PURPOSE

The California Supplemental Examination (CSE) Handbook serves as your notice of eligibility for the CSE and is designed to provide you with important information regarding examination procedures, processes, and content. The CSE is the final requirement for obtaining an architectural license in California.

The California Architects Board (Board) strongly recommends that candidates thoroughly review the CSE Handbook, the CSE Test Plan, and the recommended CSE Reference Materials (available at [www.cab.ca.gov](http://www.cab.ca.gov)) to prepare for the examination. The CSE Handbook describes in detail what to expect upon arrival at the examination site. It also provides other recommendations on how to prepare for the examination, information on the format of the examination, the CSE Test Plan content, and information on receiving examination results.

## OBJECTIVE OF THE CALIFORNIA ARCHITECTS BOARD

The Board is mandated to protect the public health, safety, and welfare. The CSE assesses whether candidates for licensure demonstrate minimum standards of competency necessary to meet the requirements of current architectural practice in California.

As in other states with unique needs and regulatory requirements, California requires a supplemental examination in addition to the Architect Registration Examination (ARE). The CSE ensures that candidates are able to demonstrate that they have the necessary architectural knowledge and skills to respond to the unique conditions present in California.

The setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's large physical size, large and diverse population, varied landscape and climate, high seismicity, regulations and entitlements, and massive economy create an unusually demanding context for architectural practice. Additionally, the varying interplay of these conditions for specific projects gives rise to even more complicated settings for the conduct of architectural practice in the state.

Please use the CSE Handbook as a study guide, as well as a resource to understand the administrative procedures and processes for the CSE. If you have any questions, please refer to the contact information available in this handbook.

## EXAMINATIONS BY PSI

The Board, through the California Department of Consumer Affairs, has contracted with PSI to administer the CSE. PSI provides examinations through a network of computer examination sites in California and ten additional nationwide sites.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

### PSI licensure:certification

3210 E Tropicana  
Las Vegas, NV 89121

(877) 392-6422 • FAX (702) 932-2666 • TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)

All other questions about examinations, examination content, and licensing should be directed to the Board.

### California Architects Board

2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

(916) 574-7220 • FAX (916) 575-7283  
[www.cab.ca.gov](http://www.cab.ca.gov) • e-mail [cab@dca.ca.gov](mailto:cab@dca.ca.gov)

## SPECIAL ACCOMMODATIONS AVAILABLE

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling (800) 790-3926.

The Board and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

Accommodations will not be provided at the examination site unless prior approval by the Board has been granted. Reasonable, appropriate, and effective accommodations may be requested by submitting a "Reasonable Accommodation Request for CSE" form to the Board. This form is available at [http://www.cab.ca.gov/forms\\_publications](http://www.cab.ca.gov/forms_publications).

Requests for accommodation must be received a minimum of 90 days prior to the desired test date to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test will not be granted.

Do not schedule your examination with PSI until you have received written notification from the Board regarding your request for accommodation.

## EXAMINATION SCHEDULING PROCEDURES

Once you have been deemed eligible for the CSE by the Board, you are responsible for contacting PSI to schedule an appointment to take the examination. You may do so via the Internet at [www.psiexams.com](http://www.psiexams.com) or over the telephone at (877) 392-6422.



Current policy allows one test attempt per application. If you do not pass the examination, you must reapply to the Board.

The PSI examination sites are open for testing during normal working hours of 8:00 AM to 5:00 PM Monday through Friday, and operating hours on Saturday, except for the following major holidays:

Labor Day	Closed September 3-5, 2011
Thanksgiving	Closed November 24-27, 2011
Christmas	Closed December 24-26, 2011
New Years	Closed December 31-January 2, 2012
Memorial Day	Closed May 26-28, 2012
Independence Day	Closed July 4, 2012
Labor Day	Closed September 1-3, 2012
Thanksgiving	Closed November 22-25, 2012
Christmas	Closed December 25, 2012
New Years	Closed January 1, 2013

### INTERNET SCHEDULING

You may schedule your examination by completing the online Test Registration Form available at [www.psiexams.com](http://www.psiexams.com). **Please note that PSI's website works best with Internet Explorer; other Internet browsers are not supported at this time.** You may schedule an examination via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online form, you will be given the available dates for scheduling your examination.
3. You will need to choose a date in order to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

### TELEPHONE SCHEDULING

PSI has two scheduling methods available if you wish to schedule by telephone. First, call PSI at (877) 392-6422, 24 hours a day and schedule using the Automated Registration System. Second, if you wish to contact a live operator, use this same telephone number to contact PSI registrars Monday through Friday between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to schedule examination appointment. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling (800) 790-3926.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee ***if your cancellation notice is received two (2) days prior to the scheduled examination date.*** For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may cancel and reschedule by calling PSI at (877) 392-6422. Please note that you may also use the automated telephone system, using a touch-tone telephone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. Further, you will forfeit your examination fee, if:

- You do not cancel your appointment two (2) days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after your examination start time; or
- You do not present proper identification when you arrive for the examination (see page 6).

### RE-EXAMINATION

A candidate who fails the CSE may not retake the examination for at least 180 days from the date he or she took the examination they failed. Upon receiving a failed examination result from the Board (approximately 30 days after taking the examination), a candidate will also be provided with a new CSE application. Submittal of the new application and payment to the Board is required in order to retake the CSE. If the new application and payment are received by the Board within the 180 day wait time, a new notice of eligibility (CSE Handbook) will be sent to the candidate (from PSI) near the end of that waiting period. If the application and payment are received any time after that waiting period, they will be processed within normal processing times by the Board, PSI will be notified of the candidate's renewed eligibility, and a new notice of eligibility will be sent to the candidate (from PSI).

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on your scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## CALIFORNIA EXAMINATION SITE LOCATIONS

The CSE is administered at the following PSI examination sites in California:

### **ANAHEIM**

2301 W LINCOLN AVE, SUITE 252  
ANAHEIM, CA 92801  
(714) 254-1453

**DIRECTIONS FROM LOS ANGELES:** TAKE 5 SOUTH, EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.



(ORANGE COUNTY) DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC.: TAKE 5 N, EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

\*\*\*\*KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST.\*\*\*\*

OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

#### **ATASCADERO**

7305 MORRO RD, SUITE 201A

ATASCADERO, CA 93422

(805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. TURN LEFT ONTO CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

#### **BAKERSFIELD**

5405 STOCKDALE HIGHWAY, SUITE 206

BAKERSFIELD, CA 93309

(661) 398-9354

FROM I-5 S, TAKE THE STOCKDALE HWY EXIT (253). TURN LEFT ONTO STOCKDALE HWY.

FROM I-5 N TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CA-99 N VIA EXIT (221) TOWARD BAKERSFIELD/FRESNO. TAKE THE CA-58 E EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CAL STATE UNIV/STOCKDALE HWY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE RD. TURN SLIGHT LEFT ONTO STOCKDALE HWY.

#### **CARSON**

17420 S. AVALON BLVD, SUITE 205

CARSON, CA 90746

(310) 217-1066

FROM CA-91 E/GARDENA FWY, TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HAND SIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W, TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE (SAME PARKING LOT AS CARL'S JR).

#### **EL MONTE**

9420 TELSTAR AVE, SUITE 138

EL MONTE, CA 91731

(626) 442-4112

FROM I-10 E TOWARD SAN BERNARDINO, MERGE ONTO ROSEMEAD/CA 19 S TOWARD LONG BEACH. TURN LEFT ONTO E. TELSTAR AVE.

FROM I-10 W TOWARD LOS ANGELES, TAKE THE ROSEMEAD BLVD/CA-19 EXIT TOWARD PASADENA. TAKE THE ROSEMEAD BLVD RAMP TOWARD LONG BEACH. MERGE ONTO ROSEMEAD BLVD/CA-19 S. TAKE A LEFT ONTO E. TELSTAR AVE.

#### **FRESNO**

351 E. BARSTOW AVE, SUITE 101

FRESNO, CA 93710

(559) 221-9006

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE

INTERSECTION OF FRESNO AND BARSTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.

TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

#### **HAYWARD**

24301 SOUTHLAND DRIVE, SUITE B-1

HAYWARD, CA 94545

(510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

#### **REDDING**

2861 CHURN CREEK RD, UNIT C

REDDING, CA 96002

(530) 221-0945

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

#### **RIVERSIDE**

RIVERSIDE TECHNOLOGY BUSINESS PARK

1660 CHICAGO AVE, SUITE M-15

RIVERSIDE, CA 92507

(951) 680-9720

FROM 15 SOUTH TO 215 SOUTH, EXIT COLUMBIA AND GO STRAIGHT. AT THE DEAD END TURN LEFT.

AT THE LIGHT (WHICH IS COLUMBIA) TURN LEFT. TURN RIGHT ON CHICAGO AVE.

FROM 91 EAST, EXIT SPRUCE AND TURN RIGHT. TURN LEFT ON CHICAGO AVE (SITE WILL BE ON RIGHT HAND SIDE).

FROM 60 WEST, EXIT 3RD/BLAINE AND TURN LEFT. TURN RIGHT ON CHICAGO AVE, PAST SPRUCE (SITE WILL BE ON RIGHT HAND SIDE).

#### **SACRAMENTO**

9719 LINCOLN VILLAGE DR

BUILDING 100, SUITE 100

SACRAMENTO, CA 95827

(916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.



## **SAN DIEGO**

5440 MOREHOUSE DRIVE, SUITE 3300  
SAN DIEGO, CA 92121  
(858) 658-0786

*FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.*

*FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.*

*ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL.*

## **SANTA ROSA**

160 WIKIUP DRIVE, SUITE 105  
SANTA ROSA, CA 95403  
(707) 544-6723

*FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.*

*FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.*

## **SANTA CLARA**

2936 SCOTT BLVD  
SANTA CLARA, CA 95054  
(408) 844-0004

*FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT - EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPWY/CR-G4. TURN LEFT ONTO SCOTT BLVD.*

*FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPWY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPWY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.*

## **OUT-OF-STATE EXAMINATION SITE LOCATIONS**

The CSE is administered at the following out-of state examination sites.

## **ALBUQUERQUE**

2301 YALE BLVD, SE  
BUILDING C, SUITE 4  
ALBUQUERQUE, NM 87106

*FROM INTERSTATE 25, TAKE THE GIBSON BLVD EXIT AND TRAVEL EAST ON GIBSON BLVD UNTIL YOU REACH YALE BLVD SOUTHEAST. TURN RIGHT ON YALE BLVD S.E. (HEADING SOUTH), JUST PAST RENARD PLACE AND THEN TURN RIGHT INTO THE COMMERCE CENTER. THE SITE IS ACROSS THE STREET FROM THE WAFFLE HOUSE AND COMFORT INN.*

## **ATLANTA**

CIRCLE 75 OFFICE PARK  
1000 CIRCLE 75 PARKWAY, SUITE 720  
ATLANTA, GA 30339

*FROM I-285 BYPASS N, TAKE EXIT 51B - TOWARD CHATTANOOGA /GREENVILLE. MERGE ONTO I-285 N / GA-407 N. TAKE THE COBB PKWY / US-41 EXIT- EXIT 19- TOWARD DOBBINS ARB. TURN LEFT ONTO COBB PKWY SE / US-41 N / GA-3 N. TURN SLIGHT RIGHT ONTO CIRCLE 75 PKWY SE.*

## **BOSTON**

INNER TECH PARK, 56 ROLAND ST, SUITE 211  
BOSTON, MA 02129

*FROM NORTH: TAKE I-93 SOUTH. EXIT 28 - BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ONTO MAFFA WAY. MAKE SLIGHT RIGHT TURN ONTO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ONTO CARTER STREET - THERE IS A SIGN FOR INNER TECH PARK. RIGHT ONTO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY.*

## **CHARLOTTE**

TYVOLA EXECUTIVE PARK 1  
5701 WESTPARK DR, #202  
CHARLOTTE, NC 28217

*FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR. FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.*

## **CRANBERRY TOWNSHIP**

CRANBERRY CORPORATE BUSINESS CENTER  
213 EXECUTIVE DRIVE, SUITE 150  
CRANBERRY TOWNSHIP, PA 16066

*FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE.*

## **HOUSTON (NORTHWEST)**

9800 NORTHWEST FREEWAY, SUITE 200  
HOUSTON, TX 77092

*FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C.JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING*

## **LAS VEGAS**

3210 E. TROPICANA AVENUE  
LAS VEGAS, NV 89121

*FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT. FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.*

## **PORTLAND**

205 BUSINESS CENTER, SUITE 201  
8383 NE SANDY BLVD  
PORTLAND, OR 97220

*GET ON I-84 HEADING EAST. TAKE EXIT NO. 5-82ND AVE. TURN RIGHT ON NE MULTNOMAH ST. TURN RIGHT ON NE 82ND AVE. TURN RIGHT ON NE SANDY BLVD. THE SITE IS ON THE LEFT ½ BLOCK FROM 82ND AND SANDY.*

## **SOUTHFIELD (DETROIT AREA) EXAMINATION CENTER**

CROSSROADS BUILDING  
16250 NORTHLAND DRIVE, SUITE 361  
SOUTHFIELD, MI 48075

*FROM I-75 NORTH AND SOUTH, EXIT WEST 8 MILE RD. CROSS THE LODGE FWY (HWY 10). TURN RIGHT ON NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER. FROM SOUTHFIELD FWY NORTH AND SOUTH, EXIT EAST 8 MILE RD. GO EAST ON 8 MILE RD TO NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER.*

## **WEST DES MOINES**

1001 OFFICE PARK ROAD, SUITE 315  
DES MOINES, IA 50265

*FROM I-235, EXIT 8TH STREET AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.*



## PREPARING FOR THE EXAMINATION

The following are some recommended ways to prepare for the CSE.

- **Thoroughly read the CSE Handbook.** In addition to the CSE Test Plan, the CSE Handbook contains valuable information on examination procedures; administrative processes; etc. You should take time to read all available material and contact the Board well in advance of the examination appointment if you have questions.
- **Study the CSE Test Plan.** The CSE Test Plan was used by the Board to develop the examination questions. No questions will be asked that are not based upon the material found in the CSE Test Plan. You may find it helpful to compare your experience and knowledge with each area of the CSE Test Plan.
- **Use the CSE Reference Materials.** The Board provides a list of reference materials on its website at [www.cab.ca.gov](http://www.cab.ca.gov). It is strongly recommended that you thoroughly review these materials and check the Board's website periodically, as the materials list may be updated when necessary.
- **Engage in self-directed study.** For areas of the CSE Test Plan for which you may have limited knowledge or experience, you should engage in self-directed study (e.g., Intern Development Program training areas, continuing education, The American Institute of Architects Handbook of Professional Practice, Emerging Professional's Companion, etc.).
- **Examination Seminars or Study Guides.** The CSE Handbook is the **only** official examination preparation publication for the CSE. The Board does not contribute to nor endorse any other examination seminars or study guides for the CSE. The Board's Subject Matter Experts (SMEs) may not contribute to or participate in any examination seminars or study guides. In addition, individuals and organizations that offer examination seminars or study guides are not given any information beyond what is available or referenced in the CSE Handbook. *Per Civil Code section 1798.61(b), individuals and organizations that provide educational information regarding examinations are provided with a list of the Board's candidates' names and addresses upon request (unless a candidate indicates on the examination application that he or she wishes to not have this information shared).*

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still

required to comply with any identification requirements established by the Board.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one of the following valid and current forms of government issued identification before you may test:

- Driver's License with photograph (any state)
- State issued identification card (any state)
- U.S. military issued identification card
- U.S. issued passport

*All identification photographs must be recognizable as the person to whom the identification card was issued. Also, the name on your identification card must match the name on your application submitted to the Board. If you have recently changed your name with the Board, you may want to contact PSI to verify that they have the correct name on file.*

If you cannot provide the required identification, you must call (877) 392-6422 at least three (3) weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI, is considered a missed appointment, and you will not be able to take the examination.*

### CALIFORNIA LAW SECURITY PROCEDURES

California Business and Professions Code section 123 states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the actual licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination;
- Using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination;
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination;
- Communicating with any other examinee during the administration of a licensing examination;
- Copying answers from another examinee or permitting one's answers to be copied by another examinee;
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise



authorized to be in one's possession during the examination; or

- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in section 123 precludes prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating section 123, is liable for the actual damages sustained by the agency administering the examination not to exceed \$10,000 and the costs of litigation.

Additionally, section 496 states: A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated section 123 pertaining to subversion of licensing examinations.

### PSI SECURITY PROCEDURES

No guests, visitors or family members are allowed in the testing or reception areas. Failure to follow these procedures may result in disqualification of your examination.

*Note: You will be provided with notepaper and a pencil at the test site so that you can take notes needed for the examination. This paper will be picked up from you after the examination.*

### IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the examination room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Professional Examination Services (OPES) shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.
2. The temperature in the examination room is maintained at a moderate level. Candidates are advised to layer clothing. **Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets.** These items must be worn upon check-in, while you wait to enter the examination room, and during your initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other

timekeeping devices are not permitted in the examination rooms.

4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when they leave the room and when they return. If a candidate's restroom break takes longer than five (5) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence, which will take appropriate action.
5. The following items are not permitted in the examination rooms:
  - Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading materials, music players, radios, electronic games, calculators, or briefcases.
  - Personal items, including watches, backpacks, wallets, pens, pencils or other writing devices, food, drinks (unless prior approval is obtained by the Board), or good-luck items.
  - Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets, or overcoats

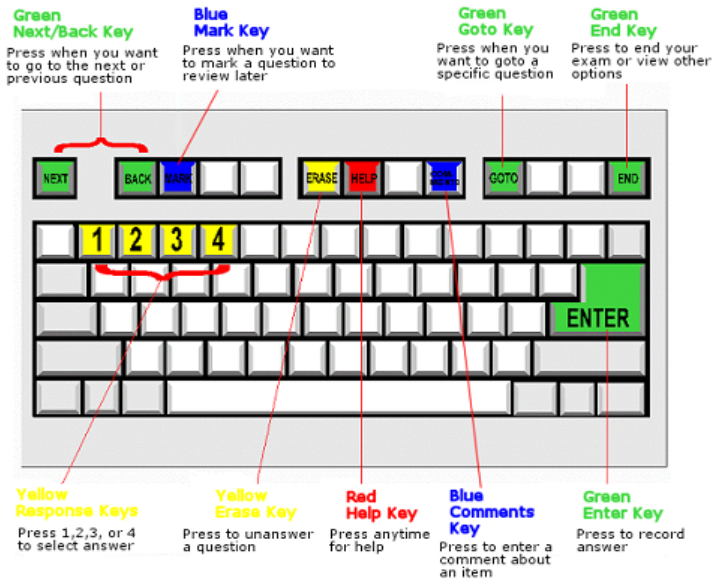
During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your license, and may subject the candidate to criminal prosecution.
7. If you are asked by a proctor to step into the lobby during your examination, the proctor will suspend your examination and you will not lose any remaining time.

### **TAKING THE EXAMINATION BY COMPUTER**

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.





### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

Question: 3 of 40   Answered: 2   Unanswered: 1   Marked: 0   View: All   Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

☐ 1. Presidents

☐ 2. Colonies

☐ 3. States

☐ 4. Wars

<< Back   Next >>

## EXAMINATION ITEMS

The CSE contains approximately 100 multiple-choice items. The examination may contain additional items for the purpose of pre-testing (nonscoreable items). Pre-testing allows performance data to be gathered and evaluated before the items are scoreable in a future examination. These pre-test items, distributed throughout the examination, WILL NOT be counted for or against you in your examination score and will not be identified to you.

All of the scoreable items in the CSE have been written and reviewed by California-licensed architects, are based on the knowledge and ability statements contained in the CSE Test Plan, are written at a level to assess minimum standards of competency necessary for practice in California, are supported by reference materials, and have been pre-tested to ensure statistical performance standards are met.

There is only one correct answer for each item. The 'incorrect' answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no 'trick' questions in the examination. Scores on the examination are based on the number of correct answers. It is to your advantage to answer every question.

You will have 3.5 hours to take this examination.

**IMPORTANT NOTE:** the examination consists of TWO sections:

1) Project Scenario section: includes multiple-choice items that pertain to a hypothetical project (i.e., small- or moderate-scale, nonexempt project or a portion of a larger project) and project scenario documents (handouts). The handouts are provided by the proctor at check-in and can include: a) a single page of written information, such as the project program, site description, and architect and client profiles; b) multiple pages of graphics, such as a site plan, floor plan, elevations, sections, and/or details; and c) other project-related information, such as a letter from the client, a transmittal from the contractor, a memo from the planning department, etc. Once you complete this section, you must proceed to the next section of the examination (general section) and cannot later go back and review answers from the project scenario section.

2) General section: includes general multiple-choice items that also pertain to the content within the CSE Test Plan and applicable knowledge and ability statements.

If you need to take a restroom break during the examination, you will not receive additional time to complete the examination.

## CANDIDATE NOTICE OF EXAMINATION COMPLETION

After completing the examination, you will be provided with a "Candidate Notice of Examination Completion" examinee report letter, which serves as your receipt that you completed the examination.

## EXAMINATION RESULTS

Approximately 30 days after you take the CSE, the Board will mail your examination results to you at your address of record with the Board. Please do not call the Board's office, as results will not be given over the telephone. Moreover, each call delays the processing and mailing of results.

Periodically, the release of results may exceed this timeframe due to the Board's examination developer performing a quality assurance assessment on the examination items. Once this assessment has been completed during one of these periodic reviews, release of examination results should resume as scheduled.

If you pass the CSE, you will be provided with a passing score letter and an Application for Licensure. If you fail the CSE, you will be provided with a score report and a new CSE application. Submittal of the new application and payment to the Board is required in order to retake the CSE; however, a candidate cannot retake the examination for at least 180 days from the date he or she took the examination they failed. If the new application and payment are received by the Board within the 180 day wait time, a new notice of eligibility (CSE Handbook) will be sent to the candidate (from PSI) near the end of that waiting period. If the application and payment are received any time after that waiting period, they will be processed within normal processing times by the Board, PSI will be notified of the candidate's renewed eligibility, and a new notice of eligibility will be sent to the candidate (from PSI).

Pursuant to section 124.5 of the Board's regulations, a candidate who failed the CSE and who feels he or she was significantly disadvantaged due to a significant procedural error or adverse environmental conditions during the examination may write to the Board within 30 days of mailing the results to request a review of his or her examination. The Board may take such action as it deems appropriate; however, in no instance would the result of the review be the reversal of a failing score to a passing score.

## EXAMINATION EVALUATION

PSI, in cooperation with the Board, will be continually evaluating the examinations being administered to ensure that they accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination results is discovered as a result, which occurs very rarely, the examination results of all affected candidates will be automatically adjusted.

## AFTER PASSING THE EXAMINATION

Candidates are eligible to apply for licensure as an architect in California after passing the CSE. To apply, candidates must submit an Application for Licensure and the required fee to the

Board. An Application for Licensure is only provided to a candidate when he or she passes the CSE. Allow 30 days for processing of an Application for Licensure and fee and approximately six to eight weeks for issuance of the license.

## DEVELOPMENT OF CSE TEST PLAN

The CSE Test Plan is based on the results of a 2007 statewide survey of practicing California licensed architects. The Occupational Analysis Survey addressed the full scope of architectural practice. Survey respondents rated architectural task statements and knowledge, skill, and ability statements on five-point scales of importance.

The survey results were used by a panel of California architects to determine the content that needs to be assessed on the CSE to reflect current architectural practice in the state. The Board's goal is to focus on California-specific aspects of practice and to avoid duplicating coverage of general areas of practice already addressed by the national test, the ARE.

To develop the CSE Test Plan from the survey, the panel deleted knowledge areas that were rated of low importance. The panel also reviewed the test specifications for the ARE 4.0 and deleted knowledge areas that were considered adequately addressed in the ARE. The panel deleted a total of 57 knowledge statements from the survey, reducing the number to be included on the CSE Test Plan to 55. The CSE Test Plan is therefore neither comprehensive nor representative of the full scope of architectural practice.

The CSE Test Plan is the basis for the examination development and should be used as a guide to prepare for the CSE. The CSE Test Plan consists of four knowledge categories related to the tasks that California architects perform. Each category of the CSE Test Plan includes a definition and a list of knowledge or ability statements. The questions asked from a category will cover a sample of the knowledge or ability statements in that category. Therefore, while not every statement will be addressed by every form of the examination, candidates should be prepared to respond to questions dealing with any of the CSE Test Plan Knowledge and Ability Statements. The candidate's knowledge will be measured in the context of tasks architects perform.

All questions in the CSE address one of the four knowledge categories of the CSE Test Plan, shown below. The CSE Test Plan "Weights" indicate the percentage of examination points that will be allocated to each category. The percentages were determined by the CSE Test Plan panel using the ratings obtained by respondents to the Occupational Analysis Survey.

## EXAMINATION DEVELOPMENT

The CSE is developed and maintained by OPES, a division of the Department of Consumer Affairs. OPES staff consists of test validation and development specialists trained to develop and analyze occupational licensing examinations.

Architects who participate in examination development and review workshops are referred to as Subject Matter Experts (SMEs). SMEs write and review multiple-choice items for the examination. SMEs are trained by OPES staff in established



examination development processes and measurement methodologies. The cooperative efforts among these members of the architectural profession, the OPES and the Board are necessary to achieve both the measurement and content standards for examination construction.

## ESTABLISHING THE PASSING STANDARDS

The CSE measures knowledge and skills required for architectural practice in California, and represents a standard of performance that architect SMEs agree is the minimum acceptable level for licensing in the profession.

To establish pass/fail standards for the CSE, a criterion-referenced passing score methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified licensure candidate. The passing score is based on minimum competence criterion that are defined in terms of the actual behaviors that qualified architects would perform if they possessed the knowledge necessary to perform job activities.

During a criterion-referenced passing score procedure, a panel of architect SMEs also consider other factors that would contribute to minimum acceptable competence, such as prerequisite qualifications (e.g., education, training and experience); the difficulty of the issues addressed in each multiple-choice item; and public health and safety issues. By adopting a criterion-referenced passing score, the Board applies the same minimum competence standards to all licensure candidates.

## CSE TEST PLAN CONTENT

### Categories and Subcategories

### Weights

I. Context & Predesign	16%
II. Regulatory	42%
A. California State Laws, Code, Regulations, and Standards (24%)	
B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements (18%)	
III. Management & Design	27%
IV. Construction	15%
	100%

Each category includes a definition and a list of knowledge or ability statements. The questions asked from a category will cover a sample of the knowledge or ability statements in that category. Therefore, while not every statement will be addressed by every form of the examination, candidates should be prepared to respond to questions dealing with any of the CSE Test Plan Knowledge and Ability Statements. The candidate's knowledge will be measured in the context of tasks architects perform.

### I. CONTEXT AND PREDESIGN (16%)

This category encompasses the knowledge required to evaluate and respond to the physical and social context in California. This requires an understanding of natural and built conditions

and their impact on design, including potential mitigations. Additional knowledge and abilities are those required to develop and utilize program information that addresses user characteristics and activities and performance objectives.

### Knowledge and Ability Statements

1. Knowledge of conditions of the natural environment regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) as they relate to design and construction.
2. Knowledge of natural and human-caused hazardous conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and potential mitigations.
3. Knowledge of health issues related to buildings (e.g., offgassing, mold, adequate ventilation).
4. Knowledge of user characteristics (e.g., varying ages, cultures, abilities, activity requirements).
5. Knowledge of types of stakeholders (e.g., environmental groups, citizens' advisory committees, neighborhood and community organizations) concerned about design and construction.
6. Knowledge of project performance objectives (e.g., comfort control, safety and security, sustainability).
7. Ability to evaluate user activities to determine spatial requirements and adjacencies.
8. Ability to organize and evaluate relevant program information to prepare a final program document.

II. REGULATORY (42%) - This category includes knowledge of the state, local, regional, and federal regulatory environments specific to the practice of architecture in California, and includes knowledge of agencies and entitlement processes.

A. California State Laws, Codes, Regulations, and Standards (24%) This subcategory encompasses the knowledge required to practice within the regulatory environment specific to California. This requires an understanding of the California-specific legal constraints upon design and construction, including a working knowledge of California building codes, environmental regulations, and lien laws. This also requires understanding of the requirements of the California Architects Practice Act, including but not limited to those regarding contracts, responsible control, standard of care, licensing, and instruments of service.

### Knowledge Statements

9. Knowledge of California Environmental Quality Act (CEQA) as it relates to design and construction.
10. Knowledge of Essential Services Buildings Seismic Safety Act as it relates to design and construction.
11. Knowledge of what is encompassed by the California Building Standards Code (e.g., Building, Electrical, Mechanical, Plumbing, Energy, Historical) and how the CBSC is distinct from the model codes.



12. Knowledge of structural provisions of the California Building Code.
13. Knowledge of provisions of the California Building Code for anchoring and bracing nonstructural elements.
14. Knowledge of accessibility provisions of the California Building Code.
15. Knowledge of fire and life safety provisions of the California Building Code.
16. Knowledge of provisions of the California Energy Code.
17. Knowledge of California Health and Safety Code as it relates to design and construction.
18. Knowledge of the Design Professionals and Mechanic's Lien Laws.
19. Knowledge of other California special regulations relevant to design and construction (e.g., water regulations, California Coastal Act, California Clean Air Act, California Public Contract Code, Field Act, Hospital Facilities Seismic Safety Act).
20. Knowledge of the architect's responsibilities and requirements for practicing in California in accordance with the Practice Act (e.g., responsible control, standard of care, licensing requirements, signing and sealing of documents).
21. Knowledge of the elements of a legal contract as required by the Practice Act.
22. Knowledge of administration of the Practice Act (e.g., examination, licensing, and enforcement).
23. Knowledge of business and professional requirements of the Practice Act (e.g., architectural corporations, firm naming, associations, professional conduct).
25. Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design and construction).
26. Knowledge of federal laws, codes, and regulations other than ADA (e.g., Environmental Protection Agency Regulations, Federal Aviation Administration regulations, US Army Corps of Engineers regulations) relevant to design and construction.
27. Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction.
28. Knowledge of local community development agencies and other authorities that normally have jurisdiction over design and construction (e.g., building, planning, public works, police and fire departments).
29. Knowledge of local or regional agencies and other authorities that may have jurisdiction over design and construction (e.g., Design Review Boards, Air Quality Management District, County Flood Control District, airport authorities, Environmental Health Department).
30. Knowledge of California state agencies that have jurisdiction over design and construction (e.g., Coastal Commission, Water Resources Control Board, Department of Fish and Game, Air Resources Board, California Department of Transportation).
31. Knowledge of procedures for obtaining approvals from regulatory agencies.
32. Knowledge of interrelationships among various regulatory agencies (e.g., sequence of approvals, hierarchy of jurisdictions).
33. Knowledge of process for resolving conflicts between agencies or between codes, regulations, and standards.

## II. REGULATORY (42%) - Continued

**B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements (18%)** This subcategory encompasses the knowledge required to practice within the local, regional, and federal regulatory environments in California. This requires an understanding of the legal constraints upon design and construction, including a working knowledge of how General Plans inform planning and zoning issues and how the Americans with Disabilities Act may impact architectural practice. This subcategory also encompasses the knowledge required to interact with local, regional, and state governing agencies that may have jurisdiction. This requires an understanding of the jurisdictions, procedures, and approval processes of the agencies, as well as an awareness of the architect's responsibilities in obtaining approvals.

### Knowledge Statements

24. Knowledge of local or regional laws, codes, regulations, and standards (e.g., General Plan; planning and zoning ordinances; local building ordinances; design guidelines; Codes, Covenants, and Restrictions [CC&Rs]) relevant to design and construction.

## III. MANAGEMENT & DESIGN (27%)

This category encompasses the knowledge required to plan and manage project teams, including consultants, and to implement procedures for risk management and quality assurance. This requires an understanding of the architect's role and responsibilities for coordinating project teams, an understanding of consultants' services as they relate to systems and building design, obtaining agency approvals, and an understanding of how to limit professional liability exposure. This category also encompasses the knowledge and abilities required to develop design solutions and prepare design and construction drawings and documents. This requires an understanding of methods for developing design solutions collaboratively with clients, users, and stakeholders; an understanding of the drawings and documents needed for agency approvals; and an awareness of specific design concerns in California (e.g., nonstructural elements, special structural loading conditions, environmental control systems, material performance and testing standards). This category also encompasses knowledge of the bidding process.

### Knowledge and Ability Statements

34. Knowledge of consultants' (e.g., civil, structural, mechanical, electrical, landscaping, acoustical, traffic) services.



35. Knowledge of architect's role and responsibilities in coordinating an entire project team.
36. Knowledge of architect's role and responsibilities in managing project teams to obtain necessary agency approvals at the appropriate time.
37. Knowledge of document checking and review procedures for quality assurance (in-house and external).
38. Knowledge of how practicing within the standard of care limits professional liability exposure.
39. Knowledge of methods for developing design solutions with involvement of client, users, consultants, and stakeholders.
40. Knowledge of contents of design drawings and related documents required for agency approvals.
41. Knowledge of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings).
42. Ability to identify implications of special structural loading conditions (e.g., heavy equipment, snow, library shelving).
43. Knowledge of environmental control systems (e.g., energy management, occupant comfort and control).
44. Knowledge of material characteristics, performance, and testing standards.
45. Ability to prepare construction documents appropriate to project type.
46. Knowledge of construction bidding and negotiation processes.
51. Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).
52. Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases).
53. Knowledge of elements of California construction laws (e.g., lien requirements, minimum warranty periods).
54. Knowledge of code-required special inspections and testing (e.g., field welding, high strength concrete).
55. Ability to provide construction contract administration services appropriate to project type.

#### IV. CONSTRUCTION (15%)

This category encompasses the knowledge and abilities required to perform construction contract administration services. This requires an understanding of the architect's role and responsibilities during construction, including knowledge of procedures for resolving conflicts, implementing changes, managing construction costs and schedules, and including California-specific special inspections and testing. Also requires knowledge of performing project close-out procedures, including understanding of lien laws.

##### Knowledge and Ability Statements

47. Knowledge of interrelationships among owner, architect, and contractor during construction.
48. Knowledge of the limits of the architect's role and responsibilities during construction (e.g., directing subcontractors, means and methods).
49. Knowledge of construction conflict resolution strategies (e.g., mediation, arbitration, litigation).
50. Knowledge of procedures for implementing changes during construction (e.g., directives, supplemental instructions, change orders).

## CALIFORNIA ARCHITECTS BOARD NOTICE OF CSE ELIGIBILITY

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You are eligible to participate in the California Supplemental Examination (CSE). This is the **ONLY** notice of eligibility you will receive from the Board for this examination.

The CSE Handbook provides important information regarding CSE procedures, processes, and content. To schedule your examination, please refer to the instructions in this handbook.

Upon passing the CSE, you are eligible to apply for an architectural license in California. Information about applying for a license is included in this handbook.

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